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From: Cheney, Sally (DPH)
Sent: Tuesday, May 09, 2006 1:51 PM
To: Caloggero, Dina (DPH); Fontana, John (DPH); Grazioplene, Mariah (DPH); Han, Linda (DPH); Konomi, Raimond (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Peppe, Joseph (DPH); Salemi, Charles (DPH); Sloutsky, Alex (DPH); Smole, Sandra (DPH); Elvin, Paul (DPH); Wang, Xingtai (DPH); Belanger, Peter (DPH); Borne, Alan (DPH); Greer, Garry (DPH); Gauthier, Cheryl (DPH); George, Harvey (DPH)
Cc: Nagle, Austin (DPH); Dooley, Jacqueline (DPH); Pribeck, Kristen (DPH); Izzi, Marcia (DPH); Kopec, Leo (DPH)
Subject: Materials for Travel Requests
Attachments: CDC travel_cover.xls; In State Travel Lodging Form TIS.DOC; TAF Out-of-state Travel form.doc; Travel Guidelines Lab Bureau Justification Memo.doc; TAF with Instructions.doc; TAF Protocols.doc
Importance: High

As I mentioned at yesterday's meeting, I have attached electronic copies of the materials distributed. In addition, I have attached blank budget cover sheet, TAF and in-state overnight accommodation request forms. The fiscal authorization will be provided by Marcia Izzi, who is listed as the Fiscal Director in the Standard Operating Procedures. As we discussed yesterday, if you already have the specific trip funded in a grant, you can simply check in with Leo to let him know that someone will be traveling, and cc Marcia on the communication. When the trip has not been specifically budgeted, the Lab Supervisor should verify the funding availability with Marcia, who will work with Leo to facilitate the process.

The Lab Bureau travel liaison is Austin Nagle, who will review and prepare the final TAF documents for signature and submission. Austin will send back any TAFs that are incomplete or inaccurate for revision. Jacki and Kristen, who have had a great deal of experience managing this process here at SLI will be happy to provide training for staff. Jacki and Austin will be working together to manage this process for all of us.

Please contact Austin if you are interested in having training provided for you and/or your staff. He, Jacki and Kristen will follow-up. Thanks again for your help in making this change. I know that it adds one more thing to be done and hope that it will go smoothly and cause minimal interruption. As with any protocol, please let me know of any problems that arise or any steps that don't seem to work well and I will work to remedy the problem.

I will be away until the end of the month. During that time, please bring any questions or problems to Austin for triage. Thanks again.

Sally